



Report of the Finance and General Purposes Committee
Monday 25th March 2024 7:30pm

PRESENT Cllr. J Britt Chairman presiding.
 Cllrs. D Garland, K Hammond, N Osborne, D Turner, A Ratcliffe & A Walmsley
 L Westcott (clerk)

Public Participation:
 No public present.

1. APOLOGIES FOR ABSENCE

Apologies received and accepted from J Bate RFO.

2. NOMINATIONS FOR SUBSTITUTIONS

There were none.

3. DECLARATIONS OF INTEREST ON THE AGENDA

Cllrs. N Osborne and A Ratcliffe declared a non-pecuniary interest in Lenham Nursery.

4. IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1990, S1, THE COUNCIL IS TO DETERMINE WHICH ITEMS, IF ANY, SHOULD BE TAKEN WITH THE PUBLIC AND PRESS EXCLUDED.

No items determined as confidential.

5. MINUTES FROM F&GP COMMITTEE MEETING HELD ON 26th FEBRUARY 2024

The minutes of the F&GP meeting held on 26th February 2024 were agreed as being accurate.

Points to follow up:

- a. L Westcott has not had chance to review the legal letter for the footpath.
- b. Cllr. A Ratcliffe is waiting for a response regarding the chemical to use on algae in the play parks.

6. FINANCIAL REPORT (from RFO)

Internal Audit – By 30th June AGAR should be completed, April’s F&GP AGAR will be presented with a view for agreement at full council in May.

External Audit - By 30th September the External Audit report will be Issued and then reviewed at next available LPC Full Meeting.

VAT – year end VAT return prepared and awaiting final month (March) before submitting. Currently at £2712.84

- a. Review payment list for March for recommendation to full council:

Name	Frequency	Description	Date	Amount
DWN Property Service	Monthly	Handyman work (decorating in office)	12/03/2024	597.64
Glasdon UK Ltd	ad hoc	Dog waste bin purchase	21/03/2024	351.74
Maidstone Borough Council	Monthly	NNDR bill for cemetery (annual total = £598.80)	05/03/2024	58.80
Maidstone Borough Council	Monthly	NNDR bill for 1A High Street (annual total = £2881.72)	05/03/2024	289.72
Maidstone Borough Council	Monthly	NNDR bill for public conveniences (annual total = £1235.03)	05/03/2024	102.03
Maidstone Borough Council	Monthly	NNDR bill for Allotments (annual total = zero)	05/03/2024	0.00
Nathan Beale	Monthly	Waste management	29/02/2024	735.00
Printerland	ad hoc	Black printer ink for office printer	19/03/2024	124.2
TreePro	ad hoc	Tree works in Royton Avenue as per tree report	11/03/2024	540.00
TreePro	ad hoc	Tree works at William Pitt Field as per tree report	11/03/2024	540.00

BT	Monthly	Broadband and Telephone for office	19/03/2024	87.66
Invoices settled during month with prior authorisation, but not included in January payment list:				
Kings Chambers	One off	Meeting charge for Maidstone Local Plan legal advice	13/03/2024	3,000.00
			TOTAL	£ 6,426.79

ACTION Recommend approval at LPC to make payments.

- b. Update on bank signatories – Cllr. K Hammond’s documentation has been submitted and awaiting response from UNITY.

7. UPDATE ON SECTION 106 AND CIL MONIES DUE/ APPLICATIONS FOR FUNDS MADE

L Westcott reported no CIL money has been received/ is due and no s106 monies have been applied for. The COF application made for the refurbishment of the WCs has been turned down. All agreed to use money from sale of the strip of land at WPF to fund project.

ACTION Recommend approval at LPC to use held (capital) funds for WC project.

ACTION Cllr. J Britt to get advice from MBC on planning requirements for WCs project.

8. TO JOB DESCRIPTION FOR PART TIME POST

L Westcott summarised the proposed job description that was circulated. Some updates were suggested.

ACTION Recommend approval at LPC to start recruitment process and advertise from 8th April.

ACTION Cllr. J Britt to draft an advert.

9. REME FREEDOM OF THE PARISH EVENT

Cllr. A Ratcliffe summarised the recent actions completed and the outcome of the meeting held with REME on 22nd March. There is some concern about car parking provision and the state of the roads to be used for the parade. Public advertising of the event soon to begin.

ACTION Cllr. J Britt to write to KCC (Neil Baker) about the state of the roads.

ACTION L Westcott to order certificate.

ACTION Cllr. A Ratcliffe to draft press statement.

ACTION L Westcott to arrange cleaning of the WCs.

ACTION L Westcott to write to Serv to formally agree the provision of first responders.

10. TO CONSIDER QUOTES FOR SOIL INVESTIGATIONS FOR THE NURSERY BUILDING AT THE ALLOTMENTS

Cllr. A Ratcliffe outlined the requirement for the soil investigations to get a more accurate building quote. All agreed with quote from Soiltec.

ACTION Recommend approval from LPC to instruct Soiltec.

ACTION L Westcott to instruct Soiltec.

11. TO REVIEW PLANS FOR MAIDSTONE ROAD CAR PARRK EXTENSION

The proposed plan was discussed, some cllrs. have made comments via email.

ACTION Cllr. J Britt will respond to RB Plant.

12. MAIDSTONE BOROUGH LOCAL PLAN UPDATE – REVIEW OF BUDGET

Cllr. J Britt reported that MBC Cllrs. voted to adopt the Local Plan. LPC will continue to take legal advice.

13. PROJECTS UPDATE

- a. L Westcott reported that the topographic survey for the cemetery is booked for 3rd April.

- b. Cllr. A Walmsley has drafted a response regarding the damage to Royton Avenue.

ACTION L Westcott to review response.

ACTION Cllr. A Walmsley to contact KCC about double yellow lines or road widening options.

- c. Countryside site road names – Cllr. N Osborne suggested some road names.

ACTION L Westcott to send these to Countryside.

- d. A20 traffic survey – Cllr. A Walmsley has suggested a different location for proposed survey spot.

- e. Village Litter Pick – Cllr. D Turner reminded everyone of the village litter pick.

14. CORRESPONDENCE

L Westcott reported that the PROW officer has asked to meet with LPC regarding the application to change the footpath over the proposed football fields. Cllr. A Walmsley is available to meet along with one other cllr.

ACTION L Westcott to respond to PROW officer.

15. SUMMARY OF RECOMMENDATIONS TO FULL COUNCIL

- a. Authorisation of payments as detailed in item 6.
- b. Recommend approval at LPC to use held funds for WC project.
- c. Recommend approval at LPC to start recruitment process and advertise from 8th April.
- d. Recommend approval from LPC to instruct Soiltec.

The meeting closed at 21:30

Signed as a true record on this day 3rd April 2024.....

Chairman of the Finance and General Purposes Committee